

## **CORONAVIRUS (COVID 19) POLICY**

At Yorkshire Montessori Nursery Ltd, we have created safe procedures for minimising risk from Covid-19 as well as outlining procedures should we be exposed to it in some way. All staff practice the standards outlined in the 'Practice Policy' so that we have an effective practice of protection and control of infection.

We know that COVID-19 has an incubation period of 2 – 14 days and the initial symptoms include a cough, headache, difficulty in breathing, a fever and loss of appetite and/or smell. It's become clear that these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. Thankfully, there is no evidence that children are more affected than other age groups. But we have children and staff who are more vulnerable because of other health conditions they carry.

This is still a changing situation and we will inform you of any changes to practice as we may be instructed to do so by Public Health England and/or the Local Authority. In the meantime, we have set up a series of checks in order to minimise the risk to our families and staff.

We thank you for reading through this policy and playing your part in this serious situation.

### **BEFORE YOU ARRIVE AT NURSERY:**

**We have created a special song (using help from 'Baby Shark'!) to help your children feel comfortable with certain measures to keep safe in place at nursery, home and the wider environment. It reflects face-masks, social distances, coughing, sneezing and washing hands.**

In this Montessori nursery, we always communicate our safe procedures to children in an age-appropriate way, respecting how they learn and use it themselves. We have always role-modelled positively and that includes hygiene, social distancing and personal nose-blowing, and will continue to do so.

Parents/carers are asked to make sure child/ren wash hands before leaving home and to direct their child/ren to do so again when arriving at nursery. We use the song 'Humpty Dumpty' for a duration that's just right.

If the weather forecast recommends using suncream, please apply it before you leave home. We will reapply at nursery, using disposable gloves.

Pack sufficient clothes for more than one change at nursery and ensure there is indoor and outdoor footwear always with us.

Following guidelines about social distancing, we will ask our parents and carers to drop off and pick up their children with only one parent or carer attending. In order to minimise contact, we will inform parents that drop off and collection takes place outdoors as far as possible, so that visiting adults do not enter our premises. But we will always care for a child – and hug that child – when needed.

For naps and sleeps, your child's bedding will only be used by your child and we launder this at least daily.

Please do not bring any toys, dummies or comforters from home to nursery. Talk to us if you feel that your child will need a dummy or comforter and we will arrange to keep one at nursery which can be kept clean and disinfected for each visit. Thank you.

And so you're aware, we have removed toys and resources which cannot easily be disinfected, until we assess that it's safe to return them to our rooms.

### **ON ARRIVAL AT NURSERY:**

**We ask you all to respect the social distancing measures advised by the Government, as well as the ones we have put in place.** Where it's necessary, we will have stickers on pathways, routes, staircases and rooms, to remind everyone to keep the **safe distance of 2 meters**.

**From 4<sup>th</sup> July 2020**, the Government has stated that the 2 meters' distancing can be reduced to 1 meter, as long as there is 'risk mitigation' and when a 2 meters distance 'is not viable'. At our nursery, we will **retain the 2 meters' distance wherever possible because it is a practical way of working for staff and for operating for parents and visitors. Please be guided by our signage.**

**Also following the Government guidelines, we set up small groups to operate within our age-groups. These 'bubbles' are not necessary after 20<sup>th</sup> July, as detailed by the Government.** But our grouping of children follows the early years statutory ratios and so are always naturally small throughout each day and that will continue within our rooms and outdoors. We staff nursery with a maximum of 1 adult to 3 children under the age of 2 years; 1 adult to a maximum of 4 children aged 2-3 years; and 1 adult to a maximum of 8 children over 3 years of age. We know that the virus is much more difficult to spread in the outdoors, so we will use the outdoor spaces we have as much as possible.

**In order to support social distancing, we have made the following changes for when you arrive at nursery:**

- We have altered how we use the car park for safe operations
- We have created different registration areas, all in the outdoors, so that we divide up the number of families arriving in any one place and minimize contact with other adults. We are advised to create a system so that, as far as possible, parents and carers do not enter our premises

- We ask that no person crosses another on the staircase, but that you respectfully wait and turn-take to go up or down the stairs as necessary
- We have created routes through the nursery indoors and outdoors for you and your children which must be observed
- Please keep in mind that any meetings you may need with the Manager will not be held in the office. We will arrange a safe space as is required.

Thank you for your support.

### **OUR NURSERY PROCEDURES:**

- We are operating a specific Daily Risk Assessment during this time, to cover all aspects of Health & Safety.
- At nursery, we will discuss with the situation with the children and answer their questions at all times. We will also explain that the adults at nursery will try and stay 2 meters apart from each other where possible. Some situations may need us to be close together, such as an accident where a child needs help from more than one person.
- At nursery, we wash hands often. This will always be at least when they arrive at nursery; have used the bathroom; after activities; before any handling of food; before eating snacks or meals; and using the outdoor handwashing areas when playing outside.
- Visitors will be asked to use the hand sanitisers at our main doors before coming into the setting rooms. There will be an alcohol and a non-alcohol sanitiser, so we do not offend any cultural or religious values. However, it should be noted that only alcohol sanitisers will kill the COVID-19 virus.  
*In current circumstances where alcohol-based hand sanitisers are particularly difficult for this type of business to source, we will give parents/carers/visitors access to a sink. Where a plumbed sink is not available or practical, we will have a portable sink unit in our foyer for use. All visitors must wash hands, dry them using the paper towels provided, clean tap with the solution provided, and throw away any disposable hand towels.*
- We constantly talk to the children about how they must cover any cough or sneeze with a tissue, then throw the tissue in a bin. We will ensure that parents/carers/visitors know or ask where our bins are placed.
- We explain to children that we are not doing our self-serve system for food at mealtimes whilst we are all being extra careful. It will return when we assess that it's safe to do so.
- Children will eat their meals in the age groups of their rooms and without any mixing during this time.
- Outdoor play will be within the age groups of their rooms and without any mixing during this time.
- We explain to children that they have their own labelled bag of pencils and crayons to use whilst they're at nursery.

- Children, parents or staff who feel unwell with related symptoms must stay at home and not come to nursery.
- Children, parents or staff must avoid close contact with people who are unwell.
- Drop off and pick up should only be done by one parent or carer.
- We are always vigilant about the health of the children and we react quickly if we note any rise in temperature or changes in behaviour, following our 'Sick Child Policy'.
- If we need to take a temperature of a child or staff member, we will use the 'no touch' thermometers on site.
- We talk to the children about not touching their eyes, nose, and mouth with unwashed hands and we ask parents/carers to repeat this advice at home. We teach the children to tell us if they feel unwell and we respond accordingly.
- We are stocked with PPE and will continue to use it as dictated by this policy and that of our Sick Child Policy, Nappy & Toileting Policy and Clearing-up of Bodily Fluids Policy.
- We manage the toilets' area so that there isn't any overcrowding.
- Managers will offer show-arounds to prospective families as a virtual, online versions via FaceTime, Skype or Zoom. A visit to the nursery will be conducted when the children are not in place and when a travel questionnaire has been completed, until further notice.
- Remember that if you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment.

#### **CLEANING PROCEDURES:**

- Here, we are fastidious about a high standard of cleaning. Our day and evening Housekeepers, as well as our staff, are on a continuous cycle of cleaning and disinfecting the setting, toilet areas, resources and furniture. We pay much attention to items such as phones, keyboards, door handles, banister rails, toilet flush handles etc.
- All bins are emptied at least twice/day, with food bins always emptied after meals.
- Montessori floor mats and table mats for activities are washed daily
- Tablets, devices and phones used by our staff are disinfected before and after use

#### **GOVERNMENT GUIDELINES IF A PERSON DEVELOPS CORONAVIRUS SYMPTOMS AT NURSERY:**

- If a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. There is access to a test if other staff display symptoms of coronavirus.
- Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the child or staff member tests positive, the rest of that person's small group here will be sent home to self-isolate for 14 days. The other household

members of that wider group do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. However, because we are following a strict infection prevention and control here to reduce risk of transmission, closure of the whole nursery will not generally be necessary.

## **GOVERNMENT GUIDELINES IF A PERSON DEVELOPS CORONAVIRUS SYMPTOMS AT HOME:**

- If you are worried about your symptoms, or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment.
- If your child is showing any of the main symptoms, the NHS advises that you must:

**Stay at home** (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.

**Get a test** – get a test to check if you, or you and your child (as appropriate) has coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.

## **PUBLIC HEALTH ENGLAND GUIDELINES**

### **TRAVEL:**

Our risk assessment of this virus extends from the children here, to their families, our staff and our visitors. Our assessment includes anyone who shares a house with you or our staff members, even if they have not travelled themselves, because of how the virus can spread.

We use a *Company Travel Questionnaire* for all adults and families who are travelling abroad. It will collect information on dates of travel, places of travel including destinations, stop-overs, excursions, flights. Any staff member travelling abroad will meet with the manager to determine the above details. We will assess the travel and countries visited using the advice from the Foreign Office and relevant Government departments.

If a person is self-isolating for Coronavirus and has children who are dependent, the child/ren must also remain self-isolated in order for that to be fully effective.

If a child or staff member returns from a country assessed by the Government as one which is hazardous/unsafe, we will take their temperature on arrival at nursery and this will be logged. If the Manager deems it necessary that check will continue throughout the day. We will continue to do a temperature check on arrival at nursery up to the 14 days incubation period.

**Please remember that it is always the Manager's decision** whether or not a child is well enough to stay at nursery.

***What we will do if children or staff become unwell and we/they believe they have been exposed to COVID-19 (either through travel to a specified country or area or contact with a confirmed case):***

We will call NHS 111, or 999 in an emergency (if they are seriously ill or injured or their life is at risk), and if appropriate, explain which country they have returned from in the last 14 days. Whilst we wait for advice from NHS 111 or an ambulance to arrive, we will keep that person sitting somewhere safe and at least 2 metres away from other people, isolated from others. We will clean the room once they leave according to PHE guidelines.

***What we will do if a case of COVID-19 (child or staff) is suspected in our nursery:***

We do not need to close or send the children home. Lab tests will be sent off and, whilst we wait to hear about results, we will clean any area he/she has been and dispose of any waste as advised by PHE.

***What we will do if a case of COVID-19 (child or staff) is confirmed in our nursery:***

We will be contacted by the local Public Health England Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. An assessment of the nursery will be undertaken by the Health Protection Team with relevant staff and advice given on cleaning rooms and toilets.

PHE say that "in most cases, closure of the childcare or education setting will be unnecessary but this will be a local decision."

***What we will do if children or staff are contacts of a confirmed case of COVID-19 who was symptomatic whilst attending nursery where contact is defined as:***

- any child or staff member in close face-to-face or touching contact including those undertaking small group work (within 2 metres of the case for more than 15 minutes)
- talking with or being coughed on for any length of time while the individual is symptomatic
- anyone who has cleaned up any bodily fluids of the individual
- close friendship groups
- any child or staff member living in the same household as a confirmed case, or equivalent setting

Contacts are not considered cases and, if they are well, they are very unlikely to have spread the infection to others. However:

- they will be asked to self-isolate at home for 14 days from the last time they had contact with the confirmed case

- they will be actively followed up by the Health Protection Team
- if they develop any symptoms within their 14-day observation period they should call NHS 111 for assessment
- if they become unwell with cough, fever or shortness of breath they will be tested for COVID-19
- if they require emergency medical attention, call 999 and tell the call handler or ambulance control that the person has a history of potential contact with COVID-19
- if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case and will be treated for the infection

Family and friends who have not had close contact (as listed above) with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending nursery, unless they become unwell. If they become unwell, they should call NHS 111 and explain their symptoms and discuss any known contact with the case to consider if they need further assessment.

PHE say that “outside those that are defined as close contacts, the rest of the setting does not need to take any precautions or make any changes to their own activities, unless they become unwell. If they become unwell they will be assessed as a suspected case depending on their symptoms. This advice applies to staff and children in the rest of the nursery who are not in a close group. The decision as to whether children and staff fall into this contact group or the closer contact group will be made between the Health Protection Team, the nursery and (if they are old enough) the family. Advice should be given as follows:

- if they become unwell with cough, fever or shortness of breath they will be asked to self-isolate and should seek medical advice from NHS 111
- if they are unwell at any time within the 14 days of contact and they are tested and are positive for COVID-19 they will become a confirmed case and will be treated as such.

## **REFERENCES**

For further information, please see Medication Policy, Sick Child Policy  
This policy and the Coronavirus Policy takes reference from:

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective->

[measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june](#)

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/885631/Overview of scientific advice and information on coronavirus COVID19.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf)

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>